

**ALISAL UNION SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION  
JOB DESCRIPTION**

**DIRECTOR OF ALISAL FAMILY RESOURCE CENTERS**

**PRIMARY FUNCTION:** Oversees the day-to-day aspects of the Alisal Union School District Family Resource Centers, directly coordinates support services including: information and referral, dental/medical resources parent support groups, early literacy family support programs, child welfare initiatives, parent literacy and education classes. Collaborates with partner services provided by other agencies or district departments.

**DIRECTLY RESPONSIBLE TO:** Assistant/Associate Superintendent of Educational Services or designee.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Oversees Centers operations, multiple program budgets, personnel, fund development, public relations, and grants management.

Carries out all functions related to grants management: data collection for evaluation and other reporting requirements, data analysis and trend identification for improvement of outcomes, report-writing and responses to all granting agencies' requirements.

Develops partners with local agencies (county, city, non-profit) in order to extend more diverse services to East Salinas families in the Alisal School District.

Aligns and collaborates with the district's Educational Services Department and school site administration in order to deliver a coordinated set of services which support school readiness for academic success and parent/family engagement.

Coordinates center-based co-located community partner staff and activities as well as school-site and other off-site community activities. Coordinates services provided at school site satellite centers that support school readiness for academic success and parent/family engagement.

Attends district and community meetings as required and facilitates a variety of meetings.

Provides leadership in the context of a focus on individual and family strengths, community advocacy, and community/family capacity building.

Obtains grants, funding streams and shared resources with local, state and national agencies/departments.

Supervises and evaluates classified staff at all family resource centers.

Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

**MINIMUM QUALIFICATIONS:**

**Ability to:**

Write grants and/or manage a grant-writing process. Write professional, clear and accurate letters, reports and documents for a variety of scenarios including project evaluations. Manage multiple tasks and projects with a positive attitude. Manage and supervise classified employees with a collaborative, team approach. Analyze complex situations accurately and lead an effective course of action, both at the administrative (or macro level) and at the client/person (or micro) level. Be flexible in the face of uncertainty and change. Provide overall management of the Family Resource Centers' programs including oversight for policy and procedure development. Work within a family strengths model. Work confidentially and exercise professional discretion and judgment. Utilize time management and organizational skills. Understand the collaborative process and work with a variety of persons for a common purpose. Demonstrate a personal commitment to improving the future of all members of the community. Provide strong organizational and leadership skills. Work cooperatively with the Family Resource Center and District staff, community partners, community members and other stakeholders coming from a wide range of perspectives and possess excellent interpersonal skills.

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**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Budgets, technology, spreadsheets, databases and other computer programs to facilitate management activities. Public and private community agencies serving East Salinas. Concepts of culture and sensitivity to cultural diversity and other social identities such as social class. Excellent English/Spanish verbal and written communication skills.

**Education:**

A master's degree from a recognized college or university.

**Experience:**

Five years of successful management experience in a setting dealing with complex management activities in human services, educational, business services and/or other related settings. Successful experience in obtaining grant funding.

**DESIRABLE QUALIFICATIONS:**

Experience in or knowledge of communities similar to East Salinas including community strengths and challenges.

Experiences with educational entities, county, city, and non-profit organizations.

**PHYSICAL EFFORT/WORK ENVIRONMENT:**

1. Minimal physical effort with periodic handling of light or medium weight parcels or supplies.
2. Employee may need to bend, squat, lift, push, pull, twist, and turn.
3. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printed matter.
4. Stand or sit for long period of time or work in confined spaces.
5. Indoors work environment.
6. Ability to provide own motor vehicle transportation.
7. Possession of a valid California driver's license and evidence of current insurance coverage.

THE BOARD OF TRUSTEES DESIGNATES THIS POSITION AS CLASSIFIED MANAGEMENT.  
The work year for this position is 221 days.